

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Receptionist- Parks and Recreation (Seasonal or PT non-benefitted)	<u>Revision Date:</u>	12/13
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	50772, 55772

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Office Coordinator, answers telephone calls; uses a computer, fax machine and performs additional clerical duties.

III. Essential Duties:

- Receive and handle telephone calls and walk-in public.
- Process requests and maintain logs for park, field, and building rentals.
- Receive and receipt incoming City monies for recreation participant fees, rooms, pavilion & field rentals, etc.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Follow City/Department policies and procedures.

IV. Marginal Duties:

- File, sort and photocopy documents.
- Sort and distribute mail.
- Perform other duties as assigned

V. Qualifications:

**Education:** Requires high school diploma or equivalent.

**Experience:** Six months clerical and customer service experience preferred.

**Certifications/Licenses:** Must possess a valid Utah Driver's License.

**Knowledge of:** Telephone procedures and etiquette; correct English usage, spelling, and vocabulary; office methods, techniques, and equipment; word and data processing equipment.

**Responsibility for:** Responsibility for the care, condition, and use of materials, tools, and equipment; confidential information that must be handled with discretion.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information, using tact and judgment; outside contact with the public that may influence important decisions; constant contact with the public both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public.

**Tool, Machine, Equipment Operation:** Ability to type accurately at 35 wpm; preferred knowledge of MS Office and exposure to Sportsman (department software program). Requires regular use of office equipment including computer, telephone, fax, printer, etc.

**Analytical Ability:** Apply general principles and ordinances effectively to specific conditions; ability to handle confrontational situations and make sound decisions.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand for long periods of time and some lifting may be required; up to 20 pounds.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually moderate. Moderate pressure and fatigue are present in this position due to great exposure to stressful situations; constant attendance is required; work assignments are broad and performed with limited supervision; work is referred to supervisor as questions arise; frequent exposure to heavy telephone and walk-in traffic.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_